

## **This Application Information is for the Environment and Public Works Republican Office**

Interning is a wonderful opportunity to experience the federal government's legislative branch first-hand. By attending committee hearings, briefings, assisting with research to aid the committee, and performing general office duties, interns gain a "behind the scenes" perspective of the legislative process. Students interested in the internship program must submit a completed application.

Fall and spring internships last approximately ten weeks, dependent upon the schedule of each intern. Summer internships are divided into two sessions of five weeks each. Interns are responsible for arranging their own housing. Though no specific major or program is necessary, a good academic record is required. Applicants who can work full-time (40 hours/five days per week) are preferred for fall and spring, but not required. Students currently in law school or maintaining other advanced degrees are also welcome to apply. Qualified applicants will have completed their freshman year of college, and will have sent in all of the following information on or before the deadline.

- Completed application form
- Short writing sample
- Resume
- 3 Letters of recommendation – we recommend, but do not require: one from a Professor/Teachers, one from an Employer (past or present), and one from a personal acquaintance.

NOTE: It is preferable that the letters of recommendation be sent with your application packet. However, they may be sent separately, but must be received on or before the deadline.

### **Please send the application and supporting materials to:**

The Senate Committee on Environment and Public Works  
Republican Office, Attn: Intern Coordinator  
410 Dirksen Senate Office Building  
Washington, D.C. 20510

The best way ensure your application is received on time is to **e-mail it to [elizabeth\\_olsen@epw.senate.gov](mailto:elizabeth_olsen@epw.senate.gov)**. Call 202-224-6176 with any additional questions. If you choose to mail your application, please allow 3 weeks for delivery of mail due to security measures (this includes USPS and FedEx/UPS/DHL).

Please note that the application deadline is:

March 15<sup>th</sup> for Summer Internships  
August 1<sup>st</sup> for Fall Internships  
November 1<sup>st</sup> for Spring Internships



**UNITED STATES SENATE**  
*Committee on Environment & Public Works*  
**Chairman, Senator Jim Inhofe**  
**Republican Office**  
*Washington, D.C. 20510*  
*202-224-6176*

**Application for Internship at the Environment and Public Works Committee**

**Personal Information:**

**Name:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_ **SS#:** \_\_\_\_\_

**Permanent Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **City, State, Zip:** \_\_\_\_\_

**Current Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **City, State, Zip:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Political Affiliation:** \_\_\_\_\_

**Dates Available for Internship:** \_\_\_\_\_

**School Information:**

**College:** \_\_\_\_\_ **Expected Graduation Date:** \_\_\_\_\_

**High School Attended:** \_\_\_\_\_

**Major/Minor:** \_\_\_\_\_ **GPA:** \_\_\_\_\_

**Advanced Degree:** \_\_\_\_\_

**Essay Questions:**

Feel free to attach additional pages if necessary to complete the essay questions.

1. Briefly list what areas of public policy most interest you and explain why.
  
  
  
  
  
  
  
  
  
  
2. Briefly describe what you expect to learn from your internship.
  
  
  
  
  
  
  
  
  
  
3. What are your career goals?
  
  
  
  
  
  
  
  
  
  
4. What areas of environmental policy/law and/or public infrastructure policy/law most interest you?

**Writing Sample:** Please enclose a short, one to three page writing sample. The writing sample can be a previous class assignment or a new paper on a recent current event. The topic is your choice.

**Job Experience:** Please attach your resume or curriculum vitae

**Persons Submitting Letters of Recommendation:**

Reference: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

Reference: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

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